

CLIENT: North Shore CSD
PROJECT: Steering Committee Meeting Minutes
Date: Tuesday, March 12, 2019

Subject: **Construction Steering Committee Meeting**

MTG. INITIATED BY: North Shore CSD / BOE / BBS / Savin Engineers / Construction Program Solutions

PURPOSE: To Discuss all open or new business

PREVIOUS MEETING DATE: Tuesday, January 22, 2019

GENERAL NOTES:

The following represents our understanding of the items discussed. All participants are requested to review these items and notify our office, in writing, of any errors or omissions. The meeting comments are provided in bold italic text under 'Design Approval/Notes'.

- ATTENDEES:**
- North Shore CSD**
- Dr. Peter Giarrizzo (PG)
 - Ms. Olivia Buatsi (OB)
 - Mr. John Hall (JH)
- North Shore Board of Education**
- Ms. Sara Jones (SJ)
 - Mr. David Ludmar (DL)
 - Ms. Marianne Russo (MR)
- BBS**
- Mr. Gabriel M Divone Jr. (GD)
 - Mr. Joe Rettig (JR)
 - Mr. Fred Seeba (FS)
- CSarch**
- Mr. Daryl Mastracci (DM)
- Savin Engineers. PC**
- Mr. Robert J. Firneis (RF)
 - Mr. Frank A. Szatkowski (FAS)
- Construction Program Solutions**
- Mr. Stuart Schiller (SS)

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| Victorian House | Feb. 14, 2017 | District | <p>1. Dan Cox, consultant of the District, sent Phase I and Phase II scope of work to District which totaled around \$200k. The space was never originally designed to house a studio. Project can be phased through three years or more. Phase I includes equipment to gauge students interest while Phase II includes the minor interior changes to the studio. District also may look for alternate studio location. Phase I will be included into '18 – '19 budget. District is looking for staff member for advisement and to create program. MS has a program put together. HS only 3 students interested in participating in a program. Dr. Giarrizzo believes that there is \$35,000 in the 18/19 Budget, for equipment.</p> <p>Next Bond Committee is reviewing entire High School Facility for possible expansion of program. Budget planning for next year includes next phases; sports journalism and broadcasting.</p> <p>Sports journalism and broadcasting may not be in the Victorian House. New Bond is studying the use of the Victorian House. (rev 1.22.2019)</p> <p>Program has developed into a smaller scale with a focus on using phone based technology for recording. MR asked about the \$35,000 budgeted. PG will look into the status of the funding and its use. (Rev. 03.12.2019)</p> |
| Capital Construction Projects | Mar. 22, 2016 | BBS | <p>1. High School Mansard: Discovered conditions have been reviewed and BOE to approve change orders. Milcon installed wrong color panels at mechanical penthouses. Milcon to provide new color replacement panels. BBS recommended to District to contact VHB for color change. Sierra Tan & Beige to be selected. Project currently in punch list phase. Milcon states that Mapes is backing away from replacement panels and wants to paint the panels. BBS and District do not agree to paint the panels. BBS recommends skinning the panels as the only alternative to replacement.</p> <p>Savin will draft and email for review, that requests an extended warranty on the panels.</p> <p>Warranty issue has been resolved and Milcon was informed that committee wants the work scheduled in warmer weather. (rev 1.22.2019)</p> <p>FAS indicates that work shall be scheduled to occur during spring break 2019. JH sent email to Scott Miller (Milcon) and has not received a response. JH also sent e-mail to F&F with regards to Milcon change order negotiations, no response. JH and PG to contact James to receive response. (Rev. 03.12.2019)</p> |

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| Capital Construction Projects (Continued) | May 3, 2016 | District | <p>2. High School Entry: BBS plan has been revised and accepted by District. Project estimate is around \$71,000. The PTO requested a copy of the updated plan. District to move forward with concrete walkway, removal of bushes and extending sidewalk/ irrigation. Project on hold. Stu Schiller will revise estimate to only include bush removal and sidewalk installation. Dr. Giarrizzo would like the balance of the project to be budgeted in the 19-20 Budget. Revised estimate \$16,000 for walkway and bush removal, full scope \$75,000.</p> <p>19/20 budget has \$85,000, possibly donation from PTO. See new business item 3 for additional information. (rev 1.22.2019)</p> <p>PG to review with PTO to see if there is support for the proposed signage. PG indicated that CSarch can get involved to review current BBS design. (Rev. 03.12.2019)</p> |
| | Apr. 25, 2017 | District | <p>3. During District audit, issues were noted with the gas tank monitoring. Glenwood Landing ES and North Shore HS cannot electronically monitor the gas tank levels. With approval of the budget, the District will look to have this in place by 18-19 school year. System is 95% complete with devices installed and staff members are using it. Need to work through some computer issues before we are 100% complete. Issue with Omnitech</p> <p>System is 99% complete Training remains (rev 1.22.2019)</p> <p>JH indicated that this item is completed. <u>This item is closed.</u> (Rev. 03.12.2019)</p> |
| | Apr. 25, 2017 | District | <p>4. Technology Director Elliot Kaye presented his plan for completing a phased DW replacement of the network cabling in each building. Using the district's smart bond funds. District contacted SED. District to use smart bond and capital money for HS and Sea Cliff ES. Building permit is approved. Still waiting on Smart bond approval, district has revised submission many times based on SED requests. District will include funding to rewire GH,GWL & MS in the 19-20 budget Smart bond is approved, Elliot working with SED & BOCES on starting during the Christmas Break</p> <p>Investigation is in progress, installation planned for February break.(rev 1.22.2019)</p> <p>JH reached out to Elliot Kaye. Wire installation was at 25% complete with contractors working every night. (Rev. 03.12.2019)</p> |

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| | Oct. 30, 2018 | BBS | <p>5. MS Electric Service Replacement: Project funding was approved in 18-19 Budget. BBS completed design and is ready for SED submission. District to provide copy of SEQRA Resolution extract of minutes. Project will be submitted for third party review</p> <p>SED is in the process of reviewing the project, SED website stated addendum required. (rev 1.22.2019)</p> <p>Project is approved by NYSED and out for bidding on 03/13/2019, Bid Opening on 04/02/2019. (Rev. 03.12.2019)</p> |
| | Oct. 30, 2018 / Dec. 11, 2018 | BBS | <p>6. HS Duct work replacement: Project funding was approved in 18-19 budget. BBS working on design. Ceiling sample board dated 6/5/18 was approved by Steering Committee at the 9/18/18 meeting. Armstrong Woodworks Linier Veneered Panel ceiling system was approved at 9/18/18 meeting. Color TBD. Project will be done in conjunction with Capital Reserve Ceiling Project HS Cafeteria ceiling product was provided to John Hall by BBS. (rev 12.11.2018) see Capital Reserve item #2.</p> <p>Balance of projects have been submitted to SED and accepted. Next step is to request independent review of the projects. (rev 1.22.2019)</p> <p>JH indicates that the 3rd party review for this project is in final stages. (Rev. 03/12/2019)</p> |
| Bond Referendum (Current) | June 16, 2015 | BBS / Savin | <p>1. Phase 3 Bond work under construction. All work in closeout phase. All but two contractors are fully closed out. Stalco & Locust Valley Electric remain open. Waiting on district approved change orders to complete close-out.</p> <p>Waiting for final paperwork from the open contractors. (rev 12.11.2018)</p> <p>JH Confirmed that all contractors including Stalco and Locust Valley Electric have been closed out and final payments being made at this time. <u>This item is closed.</u> (Rev. 03.12.2019)</p> |
| Alternative Energy / Photovoltaics | Apr. 12, 2011 | District | <p>1. District directed BBS to start drafting the RFP for an EPC. District sent BBS all info needed to input within RFP and forwarded to the district's attorney. Comments have been received by District attorney, Frazer & Feldman. BBS revised as per attorney comments. EPC is on hold.</p> |

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| | | | <p>EPC will be reviewed with the new Bond study. (Rev. 1.22.2019)</p> <p>MR questioned, why were recently installed univents at several schools installed without A/C? How do we justify this to the School District if questions come up? JH indicated that this did not come up during the discussions when planning the uninvent replacement years ago. OB questioned if the univents could be retrofitted. DM indicated no and this also was not part of the discussions. DM to meet with JH after this meeting in regards to EPC and air conditioning. (Rev. 03/12/2019)</p> |
| Bond Referendum (Future) | Mar. 22, 2016 | District | <p>1. District vote to take place in Fall 2019. Bond to be around \$20 - \$30 Million, but subject to final scope of work that is selected. Architect and CM RFP's have been reviewed by district. A separate Bond Steering Committee was established to move this process along.</p> <p>Surveys are being issued next week. Next bond steering committee meeting is February 6th. (rev 1.22.2019)</p> <p>MR concerned that SS is estimating without a clear scope of work. Bond Steering Committee Meeting are "chipping" away at scope, PG reviewing. CSarch to provide options for review. PG indicates that all options should be scoped and priced to review and cut where required and show the school district where cuts occurred. (Rev. 03.12.2019)</p> |
| Capital Reserve (Future) | Dec. 1, 2015 Aug. 1, 2017 | Savin Savin | <p>1. District has noted that after fund balance calculations are complete, there is \$3.4 million for Capital Reserve projects. These funds will be used to air condition large spaces in each building. BBS is moving forward with design, and completing SED submission package to go up to SED at the end of Nov. 2018. John Hall requested copies of drawings to review.</p> <p>Bob Firneis requested copy of the General Conditions to review. (rev 12.11.2018)</p> <p>General Conditions provided to Robert Firneis for review on 03/11/2019. Review in progress, comments to follow. (Rev. 03.12.2019)</p> <p>2. At the H.S., it has been observed that the cafeteria ceiling is significantly deteriorated and should be replaced. Work will be completed with Capital Reserve and general funding. BBS is moving forward with design, and completing SED submission package to go up to SED at the end of Nov. 2018 Ceiling sample board dated 6/5/18 was approved by Steering Committee at the 9/18/18 meeting. Armstrong Woodworks Linier Veneered Panel ceiling system was approved at 9/18/18 meeting. Color TBD.</p> |

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| | | | <p>Project will be done in conjunction with Capital Reserve Ceiling Project (rev 10.30.2018)</p> <p>JH / PG requests that Robert Firneis look into possibility to Bid this project now so it can be worked on this summer 2019. (Rev. 03.12.2019)</p> |
| Repair Reserve Projects | | | 1. |
| Viking Foundation | Dec. 1, 2015 | District | <p>1. Foundation is interested in supporting the development of a Science, Technology, Engineering and Mathematics classroom at each school. Fundraising goal of \$1.6 mil. For 'Classrooms of the Future.'</p> <p>Olivia requested lists from the department heads and is also working with Rob on a list of items for the Victorian House. (Rev. 10.30.18)</p> <p>OB indicated no change. (Rev. 03.12.2019)</p> |
| New Business / Other | June 20, 2017 | District | <p>1. Blisters were identified on track surface. Suspect cause is from oil leaks that are now pushing up the surface. Track warranty runs through Sept. 2020. District to have track representative view track twice a year. Copeland has repaired 23 areas. Track has now been subject to two years of repairs. District to contact attorney to discuss. Information was sent to attorney, follow up is needed.</p> <p>Atty is reviewing the warranty (12.11.2018)</p> <p>JH indicates that no issues have been reported recently and will review track at this time with coaching staff. It is expected that after the spring thaw (April/May) blister issues may occur again. MR indicates that if the track blisters again then the School District should alert F&F immediately to take appropriate action against contractors Copeland and Landtek. (Rev. 03.12.2019)</p> |
| | Jan. 9, 2018 | BBS | <p>2. District has received approval from committee to move forward on installation of char broilers at Glen Head, Glenwood and Sea Cliff Elementary Schools. Project on hold due to insufficient funds. Stu Schiller is working with BBS on a revised estimate for Glen Head. The addition of make-up air will impact cost. Cost is \$240/ bldg.. \$50,000 grant from Dormitory Authority, \$190,000 district cost. District will check if changing scope is possible</p> |

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| | Jan. 9, 2018 | District | <p>Project scope is changing but will be for kitchen related items (rev 1.22.2019)</p> <p>OB indicates she is putting together options for the equipment and it is evolving. PG indicated to check list of kitchen related items. (Rev. 03.12.2019)</p> <p>3. In the recent past, PTO, boosters, and community members have brought to the attention of Dr. Giarrizzo the idea that they would like an electronic sign at the Entry of the High School. Steering Committee will bring electronic sign to the BOE.</p> <p>Installation should include conduits for power, data and irrigation. See Capital Projects #2 for additional information (Rev. 01.22.2019)</p> <p>Previous Steering committee / safety committee discussions indicated that conduit/power route should be considered near Victorian Building as this should not be at great cost. (Rev. 03.12.2019)</p> |
| | Dec. 11, 2018 | District | <p>4. Transportation Facility Tour to be scheduled;</p> <ul style="list-style-type: none"> • Water issue <ul style="list-style-type: none"> • Rising water • Can road at rear by Global be used as an emergency exit for buses when there is a rising water issue? • Review possibility of access <p>Additional review by a civil engineer is required to determine the feasibility of the egress (Rev 1.22.2019)</p> <p>JH indicated that this issue would be very costly. PG requested if JH contacted a civil engineer. JH had not but will do so as soon as possible. (Rev. 03.12.2019)</p> |
| | Jan. 22, 2019 | District | <p>5. There was an annual inspection at the HS kitchen by a new NCDH inspector and he cited the requirement for a triple compartment sink. An additional sink will need to be installed.</p> <p>JH Sink is being delivered today (3/12/19). It is our intent to install it over the April break. (Rev. 03.12.2019)</p> |

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| | Mar. 12, 2019 | District | <p>6. 19/20 Budget Capital Projects, CS Arch will be designing new projects. CS Arch will be invited to future Construction Steering Committee meetings.</p> <p>CSarch is attending construction steering committee meetings. This item is closed. (Rev. 03.12.2019)</p> |
| | Mar. 12, 2019 | All | <p>7. Steering Construction and Steering Bond Committee meetings <u>shall be combined</u> starting at the next scheduled meeting as requested by meeting attendees.</p> |
| | Mar. 12, 2019 | All | <p>8. As a reminder April Break occurs between April 16th and April 26th this year.</p> |
| Next Meeting | | All | <p>1. Tuesday April 16th, 2019 at 9:00 a.m.</p> |